



## WCG Director of Programs

### Organization Description:

Wasatch Community Gardens (WCG) is a community-based, nonprofit organization dedicated to empowering people to grow and eat healthy, organic, local food. Since 1989, we have provided children, adults, and families in Salt Lake County with access to land and education for growing and eating fresh produce, while building and nurturing community connections through gardening and healthy food. We accomplish this through four main programs: Community Garden, Community Education, Youth and School Gardens, and Job Training.

### Overview:

The Director of Programs manages all programs related to the organization's mission and directly manages each Program Director. This position works with program staff and the Executive Director to analyze community needs to develop new programs and enhance current programs within the organization. This position also works alongside site production staff and the External Relations Team (fundraising, events, outreach, and marketing) to represent program priorities, offerings, and needs. The Director of Programs reports to the Executive Director.

### Primary Responsibilities:

- *Team Management (30%)*
  - Model positive leadership with respect for others and a commitment to ethics, READI, and compliance with the law
    - Manage a team of 5-7 Program Directors
    - Encourage collaboration and optimization of resources
    - Recruit, hire, and replace program staff as needed
    - Follow ethical hiring and leadership practices that embody READI principles (race, equity, access, diversity, inclusion)
- *Program Management & Development (60%)*
  - Oversee program leadership in development of annual budgets, objectives, outcomes, desired impacts, and evaluation strategies to support the organization's strategic plan
    - Budget
      - Develop, follow, and regularly review annual program budgets in collaboration with program directors
      - Process and approve program staff expenses and maintain/improve organization of program supplies
    - Strategic Planning
      - Work with Executive Director and program staff to renew the organization's 3-5 year strategic plan, monitor achievement of the plan's program goals and objectives, and implement necessary course corrections to achieve those goals and objectives
        - Assist programs in administering, managing, and collecting program impact surveys and demographic data to track and analyze against organizational and program goals

- o Track new growth opportunities for programs, prioritizing neighborhoods with limited or no access to fresh, healthy food, and work with program directors on feasibility of implementation

#### Production

- o Annually determine with each program director their production needs for the upcoming year and work with production staff to plan for those needs to be met
- Foster and exemplify the organizational attitude toward collective responsibility of cultivation of donors, supporters, and program participants. In association with the External Relations Team:
  - o Ensure consistent program messaging and branding, and provide content for collateral
  - o Work to coordinate and plan program involvement in organization events and outreach opportunities
  - o Utilize *Joomla!* and CiviCRM web platforms to assist program directors with data management, website calendaring, online offerings, and online registration pages
- *Additional Responsibilities (10%)*
  - Attend and actively participate in staff meetings, team meetings, staff workdays, and trainings
  - Occasional public speaking surrounding program initiatives, successes, and structures

#### **Qualifications:**

##### Required:

- Bachelor's degree in any field; preference given to candidates with a graduate degree in Public Administration, Public Policy, Business & Communications, or related field
- At least three years in a team leadership role
- At least three years of nonprofit management experience
- A deep understanding of, and commitment to, equity and applied experience in infusing equity within organizations, including a strong racial equity analysis and an understanding of how racism and agriculture intersect
- Experience in facilitating group processes and positive group dynamics, with a strong ability to mediate, manage conflict, and negotiate with internal and external partners
- Superb interpersonal skills, with an impressive history of forging strong relationships with multiple internal and external stakeholders

##### Preferred:

- Master's degree or equivalent experience
- Experience creating and working within a budget
- Advanced understanding of how to break large goals into smaller pieces of work, with demonstrated success managing teams to success
- Strong verbal and written communication skills
- Commitment to learning about and practicing anti-racism, inclusion, and equity in food justice
- Positive and flexible attitude, ability to solve problems creatively, willingness to ask for help
- Valid drivers' license
- Proficiency in Microsoft Office Suite, Gmail and Google Drive/Docs/Sheets/Calendar, and PowerPoint, or willingness to learn
- Experience following food safety protocols or willingness to learn

#### **Hours and Work Environment:**

This position is full-time (40 hours per week), with slight variations depending on the season.

#### Work Environments:

- Office in-person (unless disallowed by public health order/recommendation); remote work from out of state will not be considered.
- Wasatch Community Gardens' Campus and gardens
- Potential/developing garden space
- Government/community/partner locations
- Fundraising and event locations

### **Salary and Benefits:**

Compensation will be commensurate with qualifications and experience with a range of \$55,000-65,000. Includes health insurance, Simple IRA, HSA, paid holidays, sick and vacation leave, comp time, and access to garden produce.

### **To Apply:**

Please email the following materials to [openings@wasatchgardens.org](mailto:openings@wasatchgardens.org):

- Resume
- Names, titles, and phone numbers of three professional references
- Short response (one page total) to the following items:
  1. Why are you interested in this position?
  2. What is your leadership style and how would that style contribute to this position?
  3. What strengths will you bring to our organization and this position?

Please put "Director of Programs" in the subject line of your email. Applications will be accepted until 5pm, Monday, October 10, 2022. **Applications without references and responses to the questions above will not be considered.**

### **Applicants must submit to and clear a background check.**

People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply. WCG is committed to providing equal employment opportunities for all employees and applicants for employment based on individual qualifications and without regard to race, religion, gender, age, national origin, mental or physical disabilities, sexual orientation, or any other similarly protected status. It is our policy to comply with all applicable laws governing employment practices and not to discriminate on the basis of any unlawful criteria. WCG values the diverse backgrounds of its employees and works to create an open atmosphere of trust, honesty, and respect. WCG is an equal opportunity employer and does not discriminate in its employment decisions.

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.